I. Invocation – Nycole Alston delivered the invocation.

II. Call to Order and Roll:

Present:  
Russ Campbell, Chairman  
Nykole Alston  
Dwight Barker  
Don Hinkle, Secretary  
Jeff McKee, Alderman  
Susan Payne  
Brian Thompson  

Others Present  
Angela Reeder, Town Planner  
Cathy Durant, Town Administrator  
Janet Lucci, Planning Admin Asst.

Chairman Campbell noted there was a quorum. Chairman Campbell recognized and welcomed the newest member to the Commission, Alderman Jeff McKee.

III. Approval of Minutes from November 17, 2018 Meeting:

Chairman Campbell called for a motion.

Motion: Susan Payne made a motion to approve the minutes of the November 17, 2018 meeting. Don Hinkle seconded the motion.

Vote on Motion: The motion carried unanimously.

IV. Comments from Citizens

Chairman Russ Campbell invited anyone wishing to address the Commission on any matter to please come forward and state his/her name and address for the record.

No citizens came forward. Mr. Campbell closed the comment period.

V. Old Business:

A. Arlington Trails Commercial PD – Master Sign Plan – Airline and Brooks Branch Rd.

Chairman Campbell recognized Angela Reeder, Town Planner, who presented the staff report (on file) for Arlington Trails Commercial PD, Master Sign Plan. Ms. Reeder stated the applicant had received approval for the PD on October 1, 2018. One condition of the PD’s approval was to prepare a Master Sign Policy. Ms. Reeder reminded members this had been considered last month by the PC and the PC had asked for input from the DRC. The DRC reviewed the proposal at their December
meeting and had made five recommendations.

Ms. Reeder reviewed the ten variations of the proposed Master Sign Plan from existing code. She displayed sample sign renderings of grouping signs and the wall signs for Fairfield Inn. Ms. Reeder presented the 5 recommended conditions from the DRC to the Planning Commission included in the attached Staff Report.

The recommendation of the Planning Commission will be forwarded to the Board of Mayor and Alderman for final approval.

Ms. Reeder stated DRC and staff recommended approval of the Master Sign Policy subject to the attached conditions.

Chairman Campbell called for a motion.

**Main Motion:** Don Hinkle made a motion to approve the Master Sign Plan. Brian Thompson seconded it.

**Discussion:** Mr. McKee inquired as to the location of the ground signs for the two hotels. Ms. Reeder confirmed the approximate location and stated each hotel would have their own ground sign.

Mr. Thompson noted the hotels would have a ground sign, a grouping sign, and wall signs which, he summarized, is unusual for Arlington. Ms. Reeder confirmed that to be the case and explained the uniqueness of the development for Arlington. Mr. Thompson expressed concern at the number of signs.

Mr. Thompson continued observing this Master Sign Plan was not in agreement with DRC guidelines. Neither the amount nor the type of signs match the guidelines set by the Town. There is, Mr. Thompson stated, a unified standard set forth by the Town and variations should not be allowed.

Ms. Reeder explained a PD allows for variations to be considered. She told in more detail the DRC discussion at the December meeting and the reasoning which led to the recommendations presented to the PC. Specifically, the DRC discussed the feasibility of backlit letters on signs. DRC noted adding more letters to a sign will make it more difficult to read. Intensifying the lighting behind the letters creates smaller shadows and a fuzzier sign. Additionally, the location of the signs on a four-story building next to the interstate was a unique situation for Arlington. The speed and distance of drivers on I-40, the DRC concluded, will have an impact on the type of sign used.

Mr. Hinkle disagreed with the impact I-40 and the speed of drivers would have on the type of sign used. Mr. Hinkle asserted drivers do not need to be able to read the signs; speed is not a relevant factor. Mr. McKee described the layout of the exits of I-40 and concluded the hotel signs would not be seen until after a driver has exited the freeway. Therefore, he stipulated, there was no need for an internally illuminated sign.

Mr. McKee referred to the Hampton Inn & Suites sign in Germantown as an example of a preferred backlit sign. He noted the sign was easy to read. Mr. McKee maintained having grouping and ground signs was repetitive and not necessary.

Mr. Thompson observed the Town has guidelines in place and requests that the Town follow those guidelines and standards. He asked for clarification of the recommendations made by the DRC. Ms. Reeder reviewed the DRC recommendations, attached in the staff report.

Mr. Thompson emphasized the hotel is permitted a larger sign than they requested. He recommended the applicant increase the size of the sign and then have it backlit or halo. Mr. Grant, the applicant,
responded and explained Marriot had specific requirements when it came to the sign. The size and placement of the signs met Marriot standards. There are construction reasons for the placement of the sign; the sign may be no closer than 1 foot to the top of the parapet. Having a larger sign will encroach into the guest rooms and Marriot does not allow them to drill holes into the walls of the guest rooms. Mr. Grant noted the sign on the side of the building was sized to fit with the stairwell. Mr. Grant agreed to exclude Lots 3, 6 and 7 from the grouping sign if the members would find that acceptable.

Ms. Payne observed this is a unique development for Arlington. Other developments would not meet the conditions set forth for this site allowing them to have internally illuminated signs. This development, she noted, is different.

Mr. McKee maintained there were other areas in Arlington that may have the potential for this type of development; for example, Hwy 64 and 385 and Hwy 70 and 385. Although he conceded this type of development would probably not occur in the near future, Mr. McKee is concerned with the residents who live near this development, not the people who drive by on the Interstate.

Ms. Payne asked for confirmation that this proposal would be unique for this development. Ms. Reeder responded yes.

Mr. Barker declared the internally illuminated examples proposed to be clean and easy to read. He is in favor of the proposed sign.

Mr. Campbell asked for clarification regarding the sign approval process. Ms. Reeder explained staff administratively approves a sign application. The DRC will hear any appeals from an applicant if they disagree with staff’s decision. If an applicant is asking for something outside the guidelines, that is approved by the BMA.

Mr. Thompson asked why the applicant did not use the extra height allowed in the grouping sign. Ms. Reeder responded the maximum allowable height of the grouping sign was 15 feet; the proposed grouping sign currently stands at 14 feet.

Ms. Durant proposed the members go through the DRC recommendations and see what changes if any the PC members recommend.

Ms. Durant read aloud DRC recommendation #1 – the recommendation passed unanimously.

Ms. Durant read aloud DRC recommendation #2 – the recommendation passed unanimously.

Ms. Durant read aloud DRC recommendation #3 – Mr. Thompson asked if more signs could be installed in lieu of internally illuminated. Ms. Reeder mentioned the concern of the signs impacting houses if they were added facing south. Ms. Durant reread recommendation #3 – the recommendation passed 4 to 3. Mr. Thompson, Mr. McKee and Mr. Hinkle voted no.

Ms. Durant read aloud recommendation #4 – the recommendation passed unanimously.

Ms. Durant read aloud recommendation #5 – the recommendation passed unanimously.

Ms. Reeder clarified the changes – Lots 3, 6 and 7 will be removed from the grouping sign. That change will amend recommendation #1.

Chairman Campbell called for a motion to amend.

**Motion with Amendment:** Susan Payne called for a motion to approve the Master Sign Plan with DRC Condition number 1 amended to exclude Lots 3, 6 and 7 from the Grouping Sign. Russ Campbell seconded
the motion.

Chairman Campbell called for a vote on the Master Sign Plan as amended.

**Vote on Motion:** The motion carried with a vote of 5 to 2. Mr. Thompson and Mr. McKee voted no.

**CONDITIONS AND RECOMMENDATIONS:**

1. The Master Sign Policy for the Arlington Trails Commercial PD dated December 5, 2018, is only official once it is approved by the Board of Mayor and Aldermen. The Town’s Zoning Ordinance, Subdivision Regulations, and Design Guidelines shall govern development of the Subject Property unless specifically modified as part of the approved Master Sign Policy.

2. Any revisions required by the Town shall be made to the Policy and submitted to staff prior to any administrative sign approvals being issued.

3. No individual applications for signage have been presented. Prior to the installation of any signs, a sign permit application shall be presented to staff for consideration and shall conform to the requirements of the Arlington Zoning Ordinance and this Master Sign Policy.

4. Revise the Master Sign Policy document to address:
   
   a. The Grouping sign may include internal illumination for the tenant portion, the shopping center name and logo shall be non-illuminated, the nonilluminated portions shall have added depth and be metal. **Lots 3, 6 and 7 shall be excluded from the Grouping sign.**
   
   b. Ground signs on lots 3-7 shall use a consistent dark background color that matches the grouping sign, shall have a masonry base that matches materials on the associated building, and may have internally illuminated text and logos.
   
   c. Lots 1 and 2 (hotels) may have internally illuminated wall signs with white letters along the top floor of the building, due to the unique height being over 40 feet, the location along a freeway in our special sign corridor, the vehicles along I-40 traveling at such high speeds, and the hotel use. Reasons for the allowance shall be clearly stated in the Policy.
   
   d. Ground signs for Lots 1 and 2 shall have reverse channel lettering.
   
   e. Wall signage permitted along Fair Springs Cove for Lots 1 and 2 may be shifted to opposite side of the building, resulting in wall signage on two sides only.

V. Old Business:

   **B. Other as Properly Presented**

   No other old business was presented.

VI. New Business:

   **A. Arlington Trails PD Ph 2 – Site Plan for Fairfield Inn & Suites– Southwest corner of Airline and Brooks Branch Rd.**

   Chairman Campbell recognized Angela Reeder, Town Planner, who presented the staff report (on file) for Fairfield Inn & Suites. Ms. Reeder noted this was a Site Plan for a new hotel and part of the Arlington Trails Commercial PD which was approved October 1, 2018.

   The applicant proposes to construct a four story, 56,776 square foot hotel on a 2.3-acre lot. The building will have the entrance facing I-40 and the pool enclosure behind. Landscaping and parking
surround the building on all sides.

Ms. Reeder said the overall site FAR is 0.55 which must be lowered to 0.50 to meet Town Code requirements and is noted as a condition of approval. The building will meet the Town’s required average room size with an overall average of 331 sf.

Ms. Reeder explained access to the building is from Fair Springs Cove. There will be a pedestrian walkway from the Fair Spring Cove sidewalk to the building. Parking for the hotel is found on all sides of the building with 111 parking spaces including 5 handicap stalls meeting zoning ordinance requirements.

Ms. Reeder said the Arlington Trails PD conditions of approval outline the drainage conditions imposed on the PD, including the installation of drainage facilities to divert storm water away from existing undersized pipes to another 36" pipe that runs under I-40.

Ms. Reeder noted the open space of 30% meets Town requirements for the lot. The DRC will review the final landscaping plans.

Ms. Reeder said staff recommended approval of the Site Plan subject to the following conditions.

Chairman Campbell called for a motion.

**Main Motion:** Don Hinkle made the motion to approve the Site Plan for Fairfield Inn & Suites. Dwight Barker seconded it.

**Discussion:** Mr. Thompson inquired if the retaining wall will be visible, what height it will be and what type of material is proposed. Mr. Grant replied a standard masonry wall is proposed. Ms. Reeder stated the maximum height will be 3 feet. DRC will ultimately review the materials for the retaining wall.

Mr. Thompson asked a follow up question about the swimming pool enclosure. Mr. Grant explained the entire pool would be enclosed. There is an open seating area next to the pool that will not be enclosed.

Chairman Campbell called for a vote on the Site Plan for Fairfield Inn & Suites.

**Vote on Motion:** The motion carried unanimously.

**STANDARD CONDITIONS:**

S-1. It is found that the application as presented, with plans dated December 5, 2018, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

S-2. All construction improvements within the development shall be in compliance with the Town of Arlington Zoning Ordinance, Subdivision Regulations and Technical Specifications, as directed and approved by the Town Engineer, unless otherwise noted on the Site Plan.

S-3. This project must comply with the Tennessee Department of Environment and Conservation NPDES Regulations governing stormwater discharge during construction activity.

S-4. Prepare and submit to the State of Tennessee (with a copy to Arlington) a notice of intent and a Stormwater Pollution Prevention Plan for the site.

S-5. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s filed Notice of Intent, and approved Notice of Coverage prior to any earth disturbance activity.
S-6. All signage design and location is subject to the review and approval of the Design Review Committee or its designee.

S-7. The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing improvements.

**PROJECT SPECIFIC CONDITIONS:**

P-1. All sidewalk paths, including those across driveways, shall be ADA compliant, including the installation of truncated domes to provide tactile surfaces where ADA routes cross driveways. This requirement applies both in the public right-of-way and within the site.

P-2. Revise the Construction Plans to address comments as noted on the marked-up plan sheets provided by the Town Engineer and provide for Town review and approval.

P-3. Landscaping, lighting, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town Design Guidelines.

P-4. The Arlington Trails PD final plat must be recorded creating the lot in question prior to issuance of any building permits for the site, or full security for public improvements must be on file with the Town.

P-5. Revise the site plan to meet the hotel FAR requirements, per Zone Code Section 4.10.

P-6. Shift the dumpster enclosure outside of the 10-foot side setback.

P-7. As building construction type is indicated as II-B (56,776 S.F.), the calculated fire flow is 5,000 gallons per minute for four hours. Sprinkler reduction allowed of 30% changes required fire flow to 3,500 gallons per minute plus sprinkler demand. This requires a minimum of 4 fire hydrants producing a combined total of required fire flow and sprinkler demand (IFC, 2012, Appendix C, Table C105.1). Revise plans as needed.

P-8. Fire hydrant locations shall meet Code requirements (912.2 Location) to the satisfaction of the Fire Chief.

P-9. Plans must be submitted to State Fire Marshal’s Office for approval due to the site’s occupancy type.

**B. Arlington Trails PD Ph 2 – Site Plan for Sentry Self-Storage – Airline Rd., roughly 300 feet south of Brooks Branch Rd.**

Chairman Campbell recognized Angela Reeder, Town Planner, who presented the staff report for Sentry Self-Storage (on file.) Ms. Reeder stated the applicant is requesting approval for a Site Plan for a new self-storage facility. The self-storage facility is part of the Arlington Trails Commercial PD which was approved on October 1, 2018.

Ms. Reeder stated the applicant proposes to construct a single story 83,240 sf facility on Lot 3 of the PD. The lot is almost 5 acres in size. This is planned for phase 2 of the Planned Development. All the roads, Ms. Reeder pointed out, will be built in phase 1.

Ms. Reeder explained the building is planned in a fort configuration and will thus be built toward the perimeter of most of the site. The building meets all setbacks and will be roughly 25 feet back from Arlington Trails and 80 feet back from Airline Road.

Ms. Reeder noted the site will gain access from Arlington Trails through a gated entrance/exit. The driveway from Airline Road is a right-in/right-out only and leads to the emergency only gate. Parking
requirements are minimal and the site plan provides 6 total spaces including 1 handicap. This meets zoning requirements.

Ms. Reeder said the Arlington Trails PD conditions of approval outline the drainage conditions imposed on the PD, including the installation of drainage facilities to divert storm water away from existing undersized pipes to another 36” pipe that runs under I-40. In exchange for these improvements, the requirement for a storm water detention was waived.

Ms. Reeder noted 23.9% open space is provided which exceeds the Town’s requirement of 20%.

Ms. Reeder stated staff recommended approval of the Site Plan for Sentry Self-Storage, subject to the attached conditions.

Chairman Campbell called for a motion.

Main Motion: Don Hinkle made the motion to approve the Site Plan for Sentry Self-Storage. Jeff McKee seconded it.

Discussion: Mr. Hinkle inquired if the entrance from Airline Road was an emergency exit only. Mr. Campbell also expressed interest in the use of the driveway from Airline Road. Ms. Reeder pointed out the entrance was required by Fire. Mr. Grant explained it was an emergency exit with a closed gate. It is not an entrance.

Mr. Campbell asked if the gate on Airline would be screened. Mr. Grant replied the proposed gate is an automatic, sliding, see-through iron gate, 20 feet wide. It will be large enough for the Fire Department to access. The gate will be 12 to 16 feet in height and will sit 80 feet off Airline road. There was concern drivers on Airline Road will be able to see through the gate straight down into the self-storage facility and the bay doors.

Mr. McKee asked if there will be landscaping around the area. Ms. Reeder responded landscaping was required, both trees and ground cover. The applicant would be responsible for adhering to the Airline Road streetscape requirements.

Mr. Campbell noted a request by Mr. McKee for a solid gate. Did any other members require a solid gate as opposed to the proposed rod-iron gate. No other members required a solid gate. Mr. Barker preferred a see thru gate for safety reasons.

Mr. McKee assured members he is not as concerned about the see-through iron gate as the landscaping will help screen the area from Airline Road. He requests that the applicant consider larger trees be planted along Airline Road.

Mr. Thompson asked about the retaining wall. Mr. Grant explained it was part of the building. Mr. Thompson then asked about the height and size of the RV washing station. Mr. Grant handed out pictures that showed the size of the washing station. No further questions arose.

Mr. McKee clarified this building will have a logo. Ms. Reeder confirmed the building will have 2 internally lit logos on the building.

Mr. Grant mentioned a condition regarding the number and placement of fire hydrants. PC members are fine with conditions as currently stipulated, as the approval for hydrants must meet fire regulations.

Chairman Campbell called for a vote on the Site Plan for Sentry Self-Storage.

Vote on Motion: The motion carried unanimously.
STANDARD CONDITIONS:
S-1. It is found that the application as presented, with plans dated December 5, 2018, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.
S-2. All construction improvements within the development shall be in compliance with the Town of Arlington Zoning Ordinance, Subdivision Regulations and Technical Specifications, as directed and approved by the Town Engineer, unless otherwise noted on the Site Plan.
S-3. This project must comply with the Tennessee Department of Environment and Conservation NPDES Regulations governing stormwater discharge during construction activity.
S-4. Prepare and submit to the State of Tennessee (with a copy to Arlington) a notice of intent and a Stormwater Pollution Prevention Plan for the site.
S-5. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s filed Notice of Intent, and approved Notice of Coverage prior to any earth disturbance activity.
S-6. All signage design and location is subject to the review and approval of the Design Review Committee or its designee.
S-7. The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing improvements.

PROJECT SPECIFIC CONDITIONS:

P-1. All sidewalk paths, including those across driveways, shall be ADA compliant, including the installation of truncated domes to provide tactile surfaces where ADA routes cross driveways. This requirement applies both in the public right-of-way and within the site.
P-2. Revise the Construction Plans to address comments as noted on the marked-up plan sheets provided by the Town Engineer and provide for Town review and approval.
P-3. Landscaping, lighting, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town Design Guidelines.
P-4. The Arlington Trials PD final plat must be recorded creating the lot in question prior to issuance of any building permits for the site, or full security for public improvements must be on file with the Town.
P-5. Provide information as requested by the Arlington Public Works Department regarding proposed sewer connection for recreational vehicles. Comply with all requirements imposed by the Town for this connection.

P-6. Fire flow requirements will be calculated according to the 2012 International Fire Code based upon square footage and building construction type plus sprinkler water demand, all of which will be calculated according to Appendix C. Number and spacing of fire hydrants shall be revised to the satisfaction of Fire Chief, if fire flow calculations indicate a need.

P-7. Building A, at 46,778 square feet, requires a fire flow of 4,500 gallons per minute. A 30% reduction allowed for sprinkled structure equals a revised fire flow of 3,150 gallons per minute plus sprinkler demand. This requires a minimum of four fire hydrants and potential for additional hydrants based on spacing requirements from IFC, 2012, Appendix C, Table C105.1.
P-8. Fire hydrant locations shall meet code requirements as stated in section 912.2 Location, to the satisfaction of the Fire Chief.

C. ABRA Auto Body Collision – Site Plan for a new auto body shop – West side of Airline Rd., roughly 600 feet south of Memphis Arlington Rd.

Chairman Campbell recognized Angela Reeder, Town Planner, who presented the staff report (on file) for a Site Plan for ABRA Auto Body Collision. The applicant is requesting a new auto body repair business on the west side of Airline Road, just south of Arlington Automotive. The use will require a Conditional Use Permit from the BZA and input from the Planning Commission.

Ms. Reeder stated the applicant proposes to build an 18,026 sf building. The lot is just over 2 acres in size, largely paved and was previously part of the Arlington Airport.

Ms. Reeder explained the building will front Airline Road and share the existing driveway with Arlington Automotive which straddles their property lines. Ms. Reeder noted staff requests the driveway be stubbed out to the south to allow future development on the adjacent lot to have access to the shared driveway. A pedestrian walkway will be provided from Airline Road to the building entrance.

Ms. Reeder said the building will front Airline Road with customer parking at the front and employee and repair vehicle parking in a fenced area to the side and rear. The site calls for 91 parking spaces which includes 25 working bays inside the building and 3 handicap stalls. This is within Zoning Ordinance.

Ms. Reeder emphasized a stipulation of any auto repair use is those vehicles being repaired be screened. As such, the majority of the site parking is inside the building or behind an 8 foot fence. As the site is predominately asphalt no detention is required. Ms. Reeder pointed out the applicant will install a private sewer lift station to pump their wastewater into the public sewer line across Airline Road.

Ms. Reeder noted the open space of 30.2% meets the requirement of 30% for this lot. Landscaping will be required along the Airline Road streetscape.

PC recommendation will be forwarded to the BZA, who will review the site and its operation to ensure it meets Town CUP requirements for this type of use.

Ms. Reeder stated staff recommended approval of the ABRA Site Plan, subject to the attached conditions.

Chairman Campbell called for a motion.

Main Motion: Nycole Alston made the motion to recommend approval of the Site Plan for ABRA. Susan Payne seconded it.

Discussion: Mr. Campbell observed Raleigh Tire on Airline was required to have a fence however that requirement was removed. Mr. Campbell would like to ensure the requirement for a fence around ABRA will remain. Ms. Reeder said the requirement for a fence would remain and the auto body repair area would be screened.

Mr. Hinkle asked what the material of the fence will be. Mr. Thompson recommended a wood fence with brick columns. Mr. David Bailey, applicant, replied the fence would be a solid composite vinyl fence.
Ms. Payne noted the DRC reviewed fence materials. Ms. Reeder confirmed the DRC will review all materials including the fence to ensure they meet Town guidelines.

Mr. Campbell asked if the gates on the fence would be automatic. Mr. Bailey replied the gates will be automatic with the required manual override for Fire.

Mr. Thompson asked the applicant if they plan to remove all of the asphalt. Furthermore, is the plan to have grass on the north and south side abut the existing wood fence which belongs to Arlington Automotive. Mr. Jarmon Peregoy, applicant, confirmed they plan to remove the asphalt and the grass would abut the wood fence currently on Arlington Automotive’s property.

Ms. Durant mentioned the Town plans to look at the remaining lot and will work to determine what is the best use for the lot and what asphalt will be left. Mr. McKee proposed the possibility of the Town removing the remaining asphalt at the same time.

Ms. Alston inquired if there would be an entrance at the rear of the building. Ms. Reeder responded the only entrance/exit will be located off Airline Road.

Mr. Peregoy pointed out the pedestrian access from Airline Road would be ADA compliant complete with handrail.

Mr. Hinkle inquired how the waste of the body work, painting, etc. would be handled before it is discarded into Town sewer system. Mr. Bailey replied the waste will be separated before being discarded into the sewer. ABRA would, he concluded, follow all codes and ordinances in regard to waste disposal. Ms. Reeder mentioned Sewer had reviewed the Site Plan.

Mr. Thompson asked about the number of parking spaces, 91, and how quickly totaled cars are removed from the location. Mr. Peregoy stated total losses are removed automatically. Ms. Alston asked if their staff planned to park behind the fence and Mr. Peregoy confirmed.

Both Mr. McKee and Ms. Payne commented ABRA has a very impressive operation, their locations are clean and impressive.

Mr. Thompson asked about the materials to be used on the building. Mr. Bailey responded the proposal includes a block building with various materials on the exterior and a flat roof. He reviewed how the operation worked and how only repaired, detailed cars would be visible in the front showroom bay.

Mr. McKee asked about the curb on the south portion. Ms. Reeder responded the applicant was required to stub out the driveway and have curb cut for the next lot.

Chairman Campbell called for a vote on the recommendation of approval of the ABRA Site Plan.

**Vote on Motion:** The motion carried unanimously.

**STANDARD CONDITIONS:**

**S-1.** It is found that the application as presented, with plans dated November 27, 2018, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

**S-2.** All construction improvements within the development shall be in compliance with the Town of Arlington Zoning Ordinance, Subdivision Regulations and Technical Specifications, as directed and approved by the Town Engineer, unless otherwise noted on the Site Plan.
S-3. This project must comply with the Tennessee Department of Environment and Conservation NPDES Regulations governing stormwater discharge during construction activity.

S-4. Prepare and submit to the State of Tennessee (with a copy to Arlington) a notice of intent and a Stormwater Pollution Prevention Plan for the site.

S-5. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s filed Notice of Intent, and approved Notice of Coverage prior to any earth disturbance activity.

S-6. All signage design and location is subject to the review and approval of the Design Review Committee.

S-7. The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing improvements.

PROJECT SPECIFIC CONDITIONS:

P-1. All sidewalk paths, including those across driveways, shall be ADA compliant, including the installation of truncated domes to provide tactile surfaces where ADA routes cross driveways. This requirement applies both in the public right-of-way and within the site.

P-2. Revise the Construction Plans to address comments as noted on the marked-up plan sheets provided by the Town Engineer and provide for Town review and approval.

P-3. Landscaping, lighting, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town Design Guidelines.

P-4. A final plat must be submitted for approval and then be recorded to create the lot in question prior to issuance of any building permits for the site. Ingress/egress easements are required where any shared access is provided.

P-5. Revise the Site Plan to note: Tree density units required, that all ground mounted equipment will require screening through fencing and/or landscaping as appropriate, and that the screening fence around the rear of the site must be a minimum of 8 feet tall.

D. Wendy’s – Site Plan for a new franchise restaurant – Southwest corner of Airline and Memphis Arlington Rd.

Chairman Campbell recognized Angela Reeder, Town Planner, who presented the staff report (on file) for a Site Plan for Wendy’s. The applicant proposed to build a 2,562 sf drive through restaurant on the southwest corner of Airline and Memphis Arlington Road. Ms. Reeder stated the building will front Airline Road with a drive-thru that wraps around 3 sides of the building. The queue area can hold at least 11 vehicles behind the pick-up window. This exceeds Code requirements.

Ms. Reeder stated the building will utilize a full-access driveway across from the existing Triumph Bank. This driveway will be stubbed out to the south to allow the option of shared access to the adjacent property. Ms. Reeder noted a second access out to Memphis Arlington Road is proposed to be improved on a shared access easement on the vacant property to the west. This easement provides access to all three lots within this property, which supports the Town’s goal to reduce driveway cuts.

Ms. Reeder stated the customer parking will be on the north, west, and south sides of the building. The site plan provides a total of 29 parking spaces, which includes 2 handicap stalls. She noted the parking stalls exceed Zoning Ordinance requirements, which call for a minimum of 13 spaces (1:200 sf) and a max of 20 spaces (1:125 sf) for fast food uses.
Ms. Reeder explained a condition of approval is included that states any approval of this Site Plan is contingent on approval of parking in excess of Town standards by the BZA. If the additional parking is denied, the site plan may be revised to convert the extra spaces to landscaping without additional PC review, as long as there are no other changes.

Ms. Reeder noted no road improvements or storm water detentions required and the site will be served by the existing public sanitary sewer line. The open space of 36% exceeds the requirement of 30%. The site is required to provide 20 tree density units throughout, including along the site’s streetscapes.

Ms. Reeder stated staff recommended approval of the site, subject to the attached conditions.

Chairman Campbell called for a motion.

**Main Motion:** Don Hinkle made the motion to approve the Site Plan for Wendy’s. Nycole Alston seconded it.

**Discussion:** Mr. Barker predicted, during peak hours, left turns onto Airline Road may be an issue and cause a delay in efficiency, not to mention a potential traffic hazard. Ms. Reeder noted his concern and explained the second exit onto Memphis Arlington would hopefully alleviate any potential problems.

Ms. Payne noted the intersection of Airline and Memphis Arlington/Douglas was a difficult intersection, especially when making a left turn from Douglas onto Airline. Ms. Durant suggested adding a traffic study at the intersection to next year’s budget to further review the subject.

Mr. McKee proposed removing three parking spaces on the south side of the building to allow better access to the exit and to open up the flow point. Mr. Nichols, the applicant, responded that removing the spaces and pushing back the median would open the space too much. The proposed design dictates incoming traffic to turn right as they enter the site. He felt opening up the space gives them too much room to navigate around and will create a traffic hazard. It was agreed to leave the parking spaces as proposed.

Mr. Hinkle asked about the screening of the dumpster. Mr. Nichols responded it will be screened with wood. Mr. Hinkle asked about the screening for the grease trap, a self-contained disposal unit for oil. That unit, Mr. Nichols said, is behind the building and not screened. Ms. Reeder noted DRC will require it to be screened and for the dumpster to be in a masonry enclosure.

Mr. Campbell asked how many extra spaces Wendy’s is requesting. Mr. Nichols stated Wendy’s is asking for 29 spaces, which was 9 additional. Mr. Thompson asked for an explanation of the reasoning for the request for the extra spaces.

Mr. Nichols replied 65% of Wendy’s business is drive thru. At peaks times, the restaurant will have 16 employees working. This volume and number of employees drives the need for 29 spaces. If you limit parking to 20 spaces, Mr. Nichols predicts, this will increase the drive thru business to 85% which creates traffic congestion entering and exiting the site. Mr. Nichols has never seen a Wendy’s with only 20 parking spaces. Mr. Nichols continued that Wendy’s is changing its business model to attract more customers to enter and sit down to eat.

Mr. Thompson noted McDonalds has additional parking. Ms. Reeder explained that building is larger and the parking ordinance for fast food was changed in 2009. The BZA will consider the request for more parking and assess the site for functionality and determine if the additional spaces will create a problem.
Ms. Payne asked the hours of operation. Mr. Nichols replied Wendy’s will be open from 10 am until 10 pm. The drive thru is open until midnight Sun - Thursday; Friday and Saturday it remains open until 1 am.

Mr. McKee mentioned there are only 2 handicap spaces. Ms. Reeder replied that meets code; 25 – 50 spaces requires 2 handicap spots.

Mr. Thompson asked if the pedestrian access from Airline will have steps. Ms. Martin, applicant, replied the walkway will have a ramp but no steps.

Chairman Campbell called for a vote on the Site Plan for Wendy’s.

Vote on Motion: The motion carried unanimously.

STANDARD CONDITIONS:

S-1. It is found that the application as presented, with plans dated December 5, 2018, and with the conditions of approval meets the provisions of the Town of Arlington Zoning Ordinance and any other applicable regulations, and the project shall be constructed in accordance with those regulations.

S-2. All construction improvements within the development shall be in compliance with the Town of Arlington Zoning Ordinance, Subdivision Regulations and Technical Specifications, as directed and approved by the Town Engineer, unless otherwise noted on the Site Plan.

S-3. This project must comply with the Tennessee Department of Environment and Conservation NPDES Regulations governing stormwater discharge during construction activity.

S-4. Prepare and submit to the State of Tennessee (with a copy to Arlington) a notice of intent and a Stormwater Pollution Prevention Plan for the site.

S-5. Erosion control measures as approved by the Town Engineer shall be implemented in compliance with the applicant’s filed Notice of Intent, and approved Notice of Coverage prior to any earth disturbance activity.

S-6. All signage design and location is subject to the review and approval of the Design Review Committee.

S-7. The applicant is required to have a pre-construction meeting with Town of Arlington staff prior to commencing improvements.

PROJECT SPECIFIC CONDITIONS:

P-1. All sidewalk paths, including those across driveways, shall be ADA compliant, including the installation of truncated domes to provide tactile surfaces where ADA routes cross driveways. This requirement applies both in the public right-of-way and within the site.

P-2. Revise the Construction Plans to address comments as noted on the marked-up plan sheets provided by the Town Engineer and provide for Town review and approval.

P-3. The applicant must construct the access drive and curb cut located adjacent to the west boundary of the site.

P-4. Approval is contingent on approval of parking in excess of Town standards by the Board of Zoning Appeals. If additional parking is denied, the site plan may be revised to convert the extra spaces to landscaping without additional PC review.
P-5. Landscaping, lighting, building elevations and signage shall be reviewed and approved by the Design Review Committee in accordance with the Town Design Guidelines.

P-6. A revised final plat must be recorded for the site to add a shared access easement and remove existing slope and temporary construction easements that were acquired during the construction of road improvements. The plat shall also dedicate a drainage easement for the existing storm drain pipe crossing the northeast corner of the site.

E. Other as Properly Presented.

There was no business presented.

VIII. Adjournment:

Hearing no new business Chairman Campbell called for a motion to adjourn.

Motion: Brian Thompson made the motion. Don Hinkle seconded it.

The meeting was adjourned.

Russ Campbell, Chairman

Date

Don Hinkle, Secretary

Date

Submitted By: Janet Lucci, Planning Administrative Assistant